



Washington State

Public Works Board



Public Works Board
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Investing in Washington's Future

Public Works Board

The Public Works Board was created by the State Legislature in 1985, with the purpose of administering the Public Works Trust Fund (PWTF).

The Board consists of thirteen Governor appointed members with the following representation:

- Three county representatives
- Three city representatives
- Three special purpose district representatives;
- Four representatives from the private sector, including the Chair.

Each member serves a four-year term, except for the Chair, who serves at the pleasure of the Governor.

Board Members:

- Diana Gale, PhD, Public Works Board Chair
- Katy Isaksen, Public Works Board Vice Chair
Katy Isaksen and Associates
- Cus Arteaga
Public Works Director, City of Grandview
- Pete Capell
Public Works Director, Clark County
- The Honorable Rebecca Francik
City Council Member, City of Pasco
- Kathryn Gardow
Kathryn Gardow & Associates, LLC
- The Honorable Kathleen E. Keene
Commissioner, King County Water District #20
- Darlene McHenry
Ex. Dir. Utility Contractors Association of WA
- The Honorable Don Montfort
Commissioner, Birch Bay Water & Sewer District
- The Honorable Merrill J. Ott
Stevens County Commissioner
- The Honorable Jesse Palacios
Yakima County Commissioner

- Tim Simpson
General Manager, Asotin County PUD

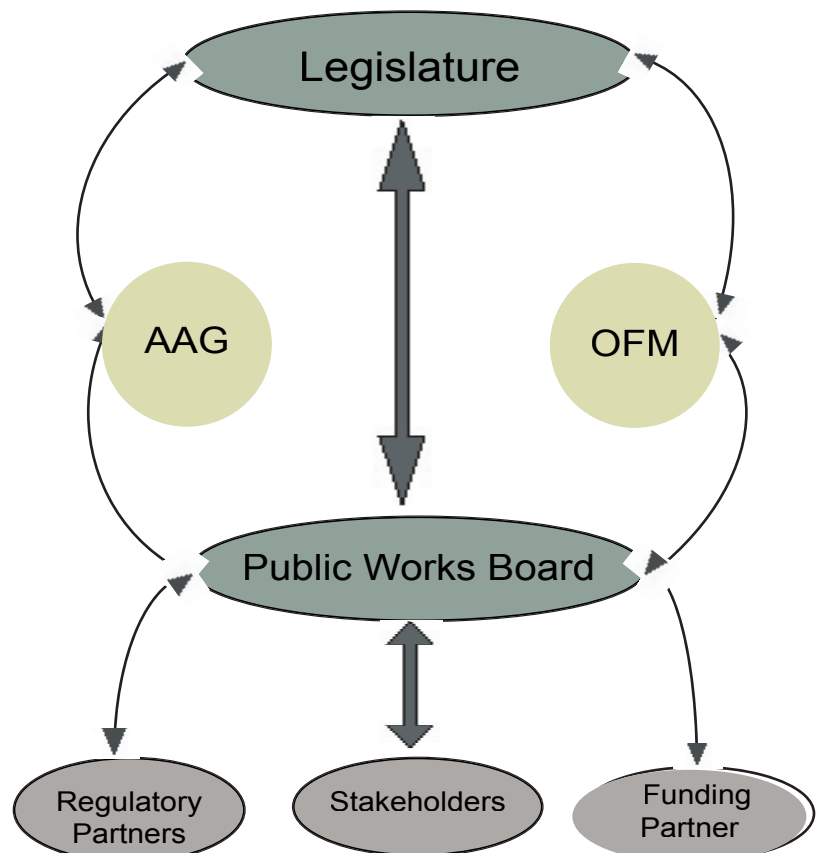
There are currently two Board positions vacant, one representative for the cities, and one for a Counties.

The purpose of the PWTF and the Board is to provide financial assistance to local governments and private water systems for critical public works projects and to encourage self-reliance at the local level.

The Board accomplishes this by:

- Overseeing the financial management of the PWTF;
- Allocating funds for eligible projects;
- Selecting the appropriate use and method of allocation of the fund's assets to leverage maximum public works investments;
- Establishing policies that respond to the changing local conditions and priorities for local public works investments.

Authorizing Environment for the Public Works Board



The Public Works Trust Fund (PWTF)

The Programs

The Board administers three funding sources. The Public Works Assistance Account, which funds all Public Works Trust Fund programs; the Drinking Water State Revolving Fund, which funds all Drinking Water State Revolving Fund loans, and the Water System Acquisition and Rehabilitation Program.

Public Works Trust Fund

The PWTF provides low-interest loans and technical assistance to local governments that have critical public works needs. Since its inception, the Board has had twenty successful years of assisting local governments meet those needs. Over the years, the program has evolved and new programs have been added.

Because the Public Works Trust Fund provides a stable source of loans, it is a way for local governments to maximize their own resources by allowing them to fix problems as they emerge, rather than waiting to amass necessary funds for critical projects. In addition, loans are a renewable resource, which assures that the Trust Fund will continue to finance more projects.

Currently, there are four unique loan programs under the umbrella of the Public Works Trust Fund

- Construction
- Pre-Construction
- Public Works Planning
- Emergency

The Construction Loan Program is the oldest of the four programs and provides loans for eligible construction projects. A strong emphasis in project selection is given to local governments that can demonstrate good management practices.

The Pre-Construction Loan Program was established in 1995, and is intended to help local governments accelerate the construction of eligible public works improvements and to provide more flexible financing options.

The Public Works Planning Loan Program (PWP) began in 1989, with the purpose of providing financial assistance for the preparation of long-term Capital Facilities Plans or Comprehensive System Plans (which includes a CFP). The program which has evolved over the years to meet the needs of local governments,

includes environmental studies (such as biological assessments & environmental assessments), and also updates to existing Capital Facilities Plans.

The Emergency Loan Program was established in 1988, in response to the changing needs of local government. The purpose of the Emergency Loan Program is to fund public works emergencies, helping provide immediate restoration of critical public works services and facilities.

The Public Works Board has defined an emergency as:

“A public works project made necessary by a natural disaster, or an immediate and emergent threat to the public health and safety due to unforeseen or unavoidable circumstances.”

Eligible Applicants:

Counties, Cities & Towns, and Special Purpose Districts.

(For jurisdictions that are not eligible for PWTF funding, the Public Works Board encourages partnerships with eligible jurisdictions. This could be in the form of an interlocal agreement with the owner of the improved facility. NOTE: The applying local government must retain ownership or have a long-term lease of the improved portion of the facility, for the life of the loan).

Eligible Activities:

Eligible activities include repair, replacement, rehabilitation, reconstruction, or improvement of eligible public works systems to meet current standards for existing users, and may include reasonable growth (this is generally the twenty-year growth projection included in the local government's comprehensive plan under the Growth Management Act (GMA).

There are currently six types of systems eligible for funding.

- Bridge
- Sanitary Sewer
- Domestic Water
- Road
- Storm Sewer
- Solid Waste / Recycling

Ineligible Activities:

- Rolling Stock
- Landfill site acquisition
- Routine M & O
- Incinerator/waste-to-energy facilities

The Public Works Trust Fund (PWTF)

Threshold Requirements

- Counties, cities, and towns must have adopted a local one-quarter of one percent Real Estate Excise Tax (REET).
- Counties, cities, and towns planning under the GMA must be in conformance with adoption timelines for their Comprehensive Plans, and Development Regulations. This would include NOT having any Findings from a Growth Management Hearings Board.
- Counties, cities, towns and special purpose districts NOT planning under the Growth Management Act (GMA), must have adopted a Capital Facilities Plan for each eligible system they own that meets Public Works Board standards.

- If applying for an Emergency Loan, the applicant must have adopted a local declaration of emergency.
- If applying for a Public Works Planning Loan, the applicant must have a minimum plan in place at the time of application.

Public Works Trust Fund - 2005-07 Biennium

The Legislature has authorized \$289 million for the 05-07 Biennium for the Public Works Trust Fund.

The Board recommended and has submitted to the Legislature \$181.7 million for the 2006 Construction Cycle. The Legislature should act on it by late February 2006.

Drinking Water State Revolving Fund (DWSRF)

In 1996, Congress established the federally-funded Drinking Water State Revolving Fund (DWSRF) as part of the reauthorization of the Safe Drinking Water Act. The Washington State Legislature enacted statutory authority to create the DWSRF loan program and make it consistent with federal law.

The loan program is jointly administered by the Public Works Board and the Washington State Department of Health (DOH), Drinking Water Division. The DWSRF loan program is intended to improve drinking water systems and protect public health and is designed for both publicly and privately owned systems.

Requirements:

- Must have a DOH approved Small Water System Management Program or Water System Plan by January 31, 2007.

Funding Criteria

- Zero percent (0%) local match. Interest Rates are 0%-1.5% dependent upon median household income and whether system is in distressed county.

- Loan Fee 1%
- Loan limit of \$2.5 million
- Satellite management agencies may combine loan limits of systems being consolidated up to a maximum of \$5 million
- Multiple systems participating in one project (shared facilities) may combine their loan limits up to a maximum of \$5 million
- Loan Fee 1%
- Loan term is for the life of the project or 20-years maximum
- Project completion time is 36 months after loan execution
- Applications are accepted annually, in May.

DWSRF 2005-07 Biennium

Congress has authorized \$40 million for the 05-07 Biennium for the Drinking Water State Revolving Fund (DWSRF). Washington State will provide \$8 million of state match.

Applications have been received for the 2005 Construction Cycle. The Department of Health received 66 applications requesting over \$47 Million for the first year of the biennium. The draft prioritized list will be presented to the Board at the January 2006 Board meeting.

The Public Works Board Staff

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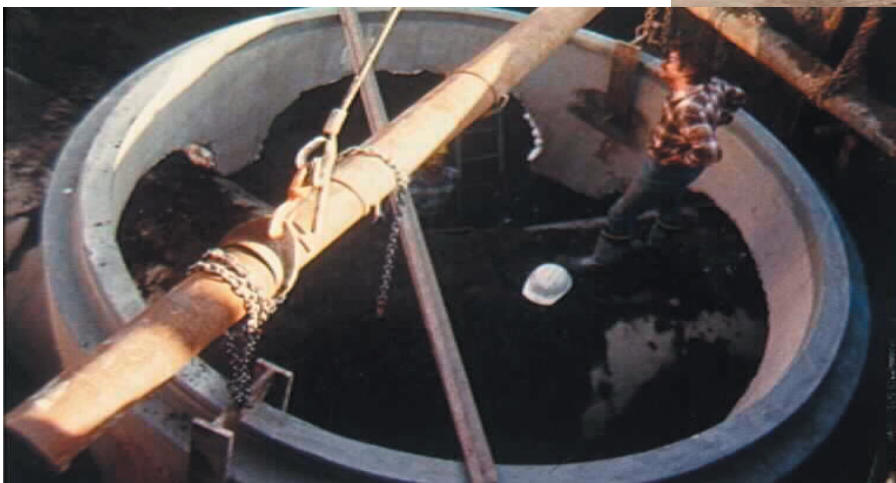
Client Services

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Bruce Lund
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Isaac Huang
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Enid Melendez
Client Service Representative
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Staff Person	How to Contact	Responsibilities
Kelly Snyder Executive Director	360/586-4130 kelly.snyder@pwb.wa.gov	<ul style="list-style-type: none"> Overall staff management responsibility & authority for the programs of the Board Focuses on external relations, including primary constituent groups, the legislature, the Governor and the Office of Financial Management. Also responsible for establishing and/or maintaining positive relationships with other Washington State agencies, and other states, federal agencies and nations. Oversees the development of the Board's capital and operating budgets Monitors and manages the development and implementation of performance measures for the Board Primary liaison with the Department of Health and Environmental Protection Agency.
Rhonda Campbell Interim Finance and Operations Manager	360/586-4122 rhonda.campbell@pwb.wa.gov	<ul style="list-style-type: none"> Overall Administrative staff management responsibility. Oversees all contracting functions Development of the Board's capital and operating budgets Primary contact for the administrative office of the Board. Primary contact for Board members Primary contact for Board meetings and logistics.
Leslie Hafford Client Services Manager	360/586-4128 leslie.hafford@pwb.wa.gov	<ul style="list-style-type: none"> Overall Client Services Staff management responsibilities
Jacquie Andresen Budget Program Specialist	360/586-4123 jacquie.andresen@pwb.wa.gov	<ul style="list-style-type: none"> Budget development and analysis DWSRF underwriting Works on special projects as assigned
Cathy Brockmann Program Assistant	360/586-4135 cathy.brockmann@pwb.wa.gov	<ul style="list-style-type: none"> Assists in contracts/amendments Assists in application process
Susan Butz Contracts Manager	360/586-4124 susan.butz@pwb.wa.gov	<ul style="list-style-type: none"> Primary responsibilities are DWSRF, PWTF, and WSARP contracts Works with DOH/EPA on OMWBE reporting requirements, federal audit requirements, and other federal administrative requirements.
Bill Cole Special Project Coordinator	360/586-4125 bill.cole@pwb.wa.gov	<ul style="list-style-type: none"> Research and development Special projects as assigned
Terry Dale Client Services Representative	360/586-4126 terry.dale@pwb.wa.gov	<ul style="list-style-type: none"> Primary client contact for all matters dealing with both PWTF & DWSRF programs. This includes assisting clients with projects from start to finish, (technical assistance, project funding, closeouts, etc. Serving Counties: Asotin, Benton, Clallam, Columbia, Franklin, Garfield, Island, San Juan, Skagit, Snohomish, Walla Walla, Whatcom, Whitman, and Yakima.
Cecilia Gardener Project Selection Manager Marketing/Public Information	360/586-4127 cecilia.gardener@pwb.wa.gov	<ul style="list-style-type: none"> Development and implementation of all PWTF program applications, and project selection process. Marketing & public information
Isaac Huang Client Services Representative	360/586-4129 isaac.huang@pwb.wa.gov	<ul style="list-style-type: none"> Primary client contact for all matters dealing with both PWTF & DWSRF programs. This includes assisting clients with projects from start to finish, (technical assistance, project funding, closeouts, etc. Serving Counties: Chelan, Grays Harbor, Jefferson, King, Okanogan and Pierce.
Bruce Lund Client Services Representative	360/586-4134 bruce.lund@pwb.wa.gov	<ul style="list-style-type: none"> Primary client contact for all matters dealing with both PWTF & DWSRF programs. This includes assisting clients with projects from start to finish, (technical assistance, project funding, closeouts, etc.) Serving Counties: Adams, Clark, Cowlitz, Douglas, Ferry, Grant, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Pacific, Pend Oreille, Skamania, Spokane, Stevens, Thurston, and Wahkiakum.
Enid Melendez Client Services Representative	360/586-4131 enid.melendez@pwb.wa.gov	<ul style="list-style-type: none"> Primary client contact for all private water systems dealing with DWSRF programs. This includes assisting clients with projects from start to finish, (technical assistance, project funding, closeouts, etc.) Lead staff for all State Environmental Review Process (SERP). Lead staff for all Section 106 Process
Rodney Orr Information Technology	360/586-4132 rodney.orr@pwb.wa.gov	<ul style="list-style-type: none"> Website manager Information Technology and computer support

Programs At a Glance

Loan Program	Application Cycle	When \$ Become Available	Loan Limit	*Interest Rate	Local Match	Loan Term	Project Completion Time
PWTF Construction	Annual - Apps due in May	Upon Legislative Approval, (the following spring)	\$7 million per jurisdiction per biennium	0.5%-2% Linked to Local Match	5%-15% Linked to Interest Rate (minimum of 5%)	Life of the project, or 20 years maximum	48-months
PWTF Pre-Construction	On-going pending availability of funds	Upon Board Approval	\$1 million per jurisdiction per biennium	0.5%-2% Linked to Local Match	5%-15% Linked to Interest Rate (minimum of 5%)	5-year maximum, or 20 years with proof of construction financing	18-months
PWTF Planning	On-going pending availability of funds	Upon Board Approval	\$100,000 per jurisdiction per biennium	0%	None	6-years	18-months
PWTF Emergency	On-going pending availability of funds	Upon Board Approval	\$500,000 per jurisdiction per biennium	3%	None	Life of the project, or 20 years maximum	12-months
DWSRF Construction	Annual - Apps due in May	Upon Board & EPA Approval	\$2.5 million per jurisdiction per year	0%-1.5%	None, but there is a 1% loan fee	Life of the project, or 20 years maximum	36-months

Client Service Representatives

Board staff are housed in the Department of Community Trade, and Economic Development, in the Public Works Board Division. Currently there are 14 staff to the Board. The group is separated into two sections - Administration and Client Services. Administration consists of the day-to-day operations of all programs. This includes Budget, Accounting, Contracts, Applications, Workshops, etc. Client Services is made up of the Client Services Manager and four Client Service Representatives.

Client Service Representatives are the primary contacts for all matters dealing with both the PWTF and the DWSRF. The state is divided into regions, each managed by a Client Service Representative. The Map reflects how the state is divided. For information regarding project financing, environmental reviews and loan conditions, contact one of the Public Works Board Client Service Representatives.

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(Private Water Systems State Wide)

